



DEPUTY MANAGER I, DISTRICT AGRICULTURAL ASSOCIATION

Class Code: 4832 - Exam Code: 5FA36

Opening Date:	08/21/2015
Closing Date:	09/11/2015
Type of Examination:	Departmental Open
Salary:	\$4,392 - \$5,456
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Kern

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture, Kern County Fair, 15th District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and position is for the following District Agricultural Association Fair

**Kern County Fair
1142 South P Street
Bakersfield, CA 93307**

Submit a Standard State Application (STD. form 678) to the Department of Food and Agriculture no later than the **Final Filing Date, Friday, September 11, 2015.**

- Standard State Application (STD. form 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>.
- All applications must include “to” and “from” dates (month/day/year) and time base. **Applications received without this information may be rejected.**
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY**HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture
Examination Unit, Attn: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6581

NOTE: Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: Friday, **September 11, 2015**

Applications must be **POSTMARKED** no later than the Final Filing Date, Friday, September 11, 2015.

Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in October or November 2015.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6581.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot list will be established for the California Department of Food and Agriculture, 15th District Agricultural Association. The eligible list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

Either I

Two years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a classification equivalent in level to a Business Assistant II, District Agricultural Association (Specialist) or (Supervisor), in the California state service.

Or II

Three years of experience performing program or administrative support duties such as financial operations, contract management, personnel operations, or facilities development in a

classification equivalent in level to a Business Assistant I, District Agricultural Association, in the California state service.

MINIMUM QUALIFICATIONS CONTINUED

Or III

Three years of increasingly responsible and varied supervisory or managerial experience overseeing the operations of a fair or exposition; agricultural association; arena, convention, or event center; or other multi-use entertainment facility; or in an entrepreneurial capacity for a private or public sector organization responsible for activities such as marketing and promotions, fostering local community contacts, providing customer-oriented service, developing revenue generating alternatives, identifying efficiencies to reduce cost, community liaison activities, and developing and managing a significant budget. (A college degree in business administration, agricultural management, agricultural business, or a related field may be substituted for two years of the required experience.) (Completion of a recognized college internship program or an internship program through an organization such as Western Fairs Association, in which the intern performed significant duties at a DAA, fair, or exposition, may be applied toward the experience requirement, on a year-for-year basis.)

POSITION DESCRIPTION

Under general direction, serves as an assistant manager to the Secretary-Manager in planning and organizing major phases of the activities of a DAA and participates in program policy development, planning, decision making and evaluation; recommends new program direction, policies, rules, and regulations; may plan and administer the DAA's Capital Expenditure Account and Master Plan; represents the DAA with a variety of State, Federal, local agencies, members of the Legislature, and the media; consults with and advises Board members and community and trade organization representatives regarding DAA operations involving union contracts, architectural plans and bid packages, construction contracts and change orders, funding, land use and planning, community and environmental concerns; plans and manages a variety of operational program areas, such as contract management, security, telecommunications, safety, maintenance, and facilities development programs, or administrative programs including personnel, computer services, procurement, and financial operations; reviews pending legislation and advises the Secretary-Manager and the Board of Directors; represents the DAA at industry conventions; plans and negotiates financially significant, long-term leases, contracts, and grants for the DAA and approves contract provisions and language; prepares reports and makes presentations; acts in the absence of the Secretary-Manager; and performs other related work.

The Deputy Manager I level serves as: (1) the assistant manager at one of the smaller or less complex DAAs, assisting in the overall operations; or (2) is in charge of a significant program area, which includes multiple operational functions within a large or complex DAA. Incumbents personally perform the more difficult work and supervise a small group (typically three to five staff), which may involve a variety of functions, including administrative services, maintenance, or special events.

EXAMINATION INFORMATION

This examination will consist of a Qualification Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

Competitors who do not appear for the interview will be disqualified.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE OF:

1. Good business practices and methods;
2. Principles, procedures and practices of budget development and control, fiscal management, procurement and contract administration;
3. Long-range capital planning;
4. Resource development;
5. Principles and practices of human resources management, including training, labor relations and safety;
6. Event planning, coordination, and management;
7. Principles and techniques of designing, constructing and installing exhibits;
8. Building construction and maintenance;
9. Event and facility security requirements and methods;
10. Marketing principles and public relations;
11. Multi-purpose facility programs, such as annual fairs, commercial and competitive exhibits, conventions, trade shows, concerts, live horse racing and satellite wagering;
12. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

ABILITY TO:

1. Effectively manage, organize, coordinate, and oversee a variety of a DAA's operations, programs, and services;
2. Be a successful and effective program administrator;
3. Communicate effectively at a level required for successful job performance;
4. Motivate, develop, and train staff;

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES CONT'D

5. Provide work evaluations for assigned staff;
6. Work independently on a variety of assignments;
7. Work under pressure and meet established deadlines;
8. Express ideas effectively;
9. Develop and make public presentations to community organizations and groups;
10. Interpret policies and procedures;
11. Resolve emergency situations promptly and effectively;
12. Develop budgets and control expenditures;
13. Gather, organize, and summarize data;
14. Reason logically and creatively, utilizing a variety of analytical techniques to develop and evaluate alternatives;
15. Prepare reports and correspondence;
16. Organize and establish work objectives and priorities for assigned operations and services;
17. Establish and maintain cooperative working relationships;
18. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work long and irregular hours; ability to effectively contribute to new business-building opportunities based on the DAA's objectives and strategy; ability to evaluate program issues, draw sound conclusions, and develop long-range plans to achieve objectives which are both aggressive and realistic.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in fair and exposition management, including knowledge of California agriculture and the specialized products of the region.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres at (916) 403-6581 or cindy.torres@cdfa.ca.gov

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6581 three (3) weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional,

③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

TTY number: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922